# BANKRUPTCY BUGLE

**JUNE 2010**

**A CM/ECF Newsletter**

## CALENDARING A MOTION

Currently in the Las Vegas Bankruptcy Court, Motions for Relief from Stay and Motions to Strip Liens are the only motions that can be self-calendared. You may obtain these hearing dates by using this link:

http://www.nvb.uscourts.gov/Judge/Judge-SelfCal.htm

Available dates are listed there for all three Las Vegas Bankruptcy Judges. **Please do NOT use these dates for any other types of hearings.** To select an available date, be sure to choose the **Judge** assigned to the case, as well as the correct **chapter.** On Motions to Strip Liens for Chapter 13 cases, you will *also* be required to select the **assigned trustee**.

At this same site, you may obtain dates for any other type of hearing as well. Use the "click here" prompt for a Reno or Las Vegas hearing. This will provide a popup form to complete. Please fill in all fields and click "Submit".

Court Services will process your request and send you an e-mail with your hearing date and time. Once you have properly docketed the Notice of Hearing on the case, your matter will be placed on calendar.

## COURT CONTACT INFORMATION

**LAS VEGAS CLERK'S OFFICE:** (702) 527-7000

**RENO CLERK'S OFFICE:** (775) 326-2100

**CM/ECF HELP DESK:** (866) 232-1266

Frequently called numbers and e-mail addresses are listed on the court's website under Court Information:

http://www.nvb.uscourts.gov/CourtInfo/Telephone_Directory.htm

# BANKRUPTCY BUGLE

## JUDGE/TRUSTEE ASSIGNMENTS

Effective June 2, 2010, a popup window will be displayed after opening a Chapter 11 case. This popup window will prompt the e-filer to either run a JUDGE/TRUSTEE ASSIGNMENT immediately, or CONTINUE FILING additional cases.

This new feature allows the assigned judge to proceed with the administration of the case as soon as it has been opened.

## BROWSER SUPPORT

CM/ECF only works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

**NO OTHER BROWSERS ARE SUPPORTED!**

If you get a strange error message, an order won't upload, a security violation message suddenly pops up, or some other issue that has never occurred before, the first thing to do is check to make sure you are using the correct browser. If that doesn't clear up your problem, then call the Help Desk at:

**866-232-1266**

## COURTESY COPIES

All Nevada Bankruptcy judges require paper courtesy copies on matters with a hearing date and time. Courtesy copies are required to be filed within 2 business days of the electronic filing or 1 business day if the matter is to be heard on shortened time.

If you mail your courtesy copies to the Court, please address them to the Clerk of the Court **(as courtesy copies),** and not directly to the assigned judge. The Clerk's office will distribute the courtesy copies to the appropriate parties.

## BUGLE MANIA!

Get your Bankruptcy Bugle *"HOT-OFF-THE-PRESS!"* Be the first in town to "READ ALL ABOUT IT!" If you want to be one of those "In-The-Know" Bugle Fans you can sign up to receive your Bugle via e-mail right from the Court! Just drop us a line at

HelpDesk@nvb.uscourts.gov

Give us your current e-mail address and we'll do the rest!

## PASSWORDS AND LOGINS

The login assigned by the court to an individual represents one way you sign your document. You have agreed to be responsible for anyone who uses that login. This also includes financial responsibility. That is why it is so important to change your passwords often! CM/ECF passwords should be changed on a regular basis and should always be changed when you have staff turnover.

To change your password, go to UTILITIES>YOUR ACCOUNT> MAINTAIN YOUR ECF ACCOUNT> MORE USER INFORMATION. Delete your old password and re-type your new password. Return to Account Screen, then click on "submit" to complete the process.
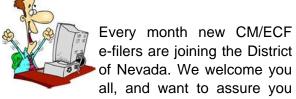
## 362 INFORMATION SHEETS

Effective December 1, 2009, Local Rule 4001(a)(1)(B) requires the § 362 information sheet to be attached to motions for relief from stay as a **cover sheet** rather than an exhibit. Please note the Local Form, Section 362 Information Sheet (NV_4001) may be found on the Court's website at

http://www.nvb.uscourts.gov/LocalRules_Forms/Local_forms.htm

*LR 4001(a)(1)(B) All motions for relief from the automatic stay and any oppositions to it must have attached as a cover sheet a properly filled out § 362 information sheet, which must be signed by counsel and/or the moving or opposing party.*

# WELCOME NEW E-FILERS

Every month new CM/ECF e-filers are joining the District of Nevada. We welcome you all, and want to assure you the Court's goal is to serve, assist and support you and your staff so that the transition from paper docketing to electronic filing becomes an asset to your office.

Even after classes have ended, our staff is here to support you; you're not on your own!

Call our **HELP DESK** at **866-232-1266** for any assistance you may need for e-filing.

The hours of operation are: Monday - Friday from 9 AM to 4 PM.  Closed from 12:00 PM to 1:00 PM, and all  official federal holidays. If you don't need immediate assistance, you can also e-mail us at:

**Helpdesk@nvb.uscourts.gov**.

We'll process your request as soon as possible.

---

After opening a voluntary petition by either manual input or program upload, the following steps should be taken:

(Note- 1-6 should be done immediately after opening.)

| 1 | Upload | **MATRIX** |
|---|---|---|
| 2 | Docket | **JUDGE/TRUSTEE ASSIGNMENT** |
| 3 | Docket | **STATEMENT OF SOCIAL SECURITY** |
| 4 | Docket | **DECLARATION OF ELECTRONIC FILING** |
| 5 | Docket | **MEANS TEST** **(Individuals Only)** |
| 6 | Docket | **CERTIFICATE OF CREDIT COUNSELING** **(Individuals Only)** |
| 7 | Docket | **CHAPTER 13 PLAN (If Applicable)** |

**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases!

**JUDGE/TRUSTEE ASSIGNMENT**

THIS IS A VERY IMPORTANT STEP in opening a new petition.

It is a crucial part of case opening, and will ensure that you receive your 341 notice immediately.

**THIS JUST IN!!!**

Effective immediately, the file size limits of pdfs in ECF have increased from 3 mg to **4** mg.